

STATE OF CALIFORNIA  
OFFICE OF THE ADJUTANT GENERAL  
9800 Goethe Road - P. O. Box 269101  
Sacramento, California 95826-9101

CAJS-J1-SP

25 August 2009

MEMORANDUM FOR See Distribution

SUBJECT: State Active Duty (SAD) Vacancy Announcement 2009-10 – Expires 15 September 2009

1. The Military Department is accepting applications for the temporary State Active Duty position indicated below. This vacancy announcement expires 15 September 2009 unless sooner rescinded. Selected applicant will be appointed in a term status with full benefit status for the selected and their beneficiaries. ***Individual selected for this position will be paid at their federal or California State Military Reserve pay grade, not to exceed E-6.***

2. This announcement has minimum requirements. Failure to comply with these requirements will cause your application to be rejected from consideration. While it is important for you to read the entire announcement closely, please pay particular attention to paragraphs 3, 4, 5 and the suggested checklist at the end of this announcement.

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| a. <b>TITLE AND PAY GRADE:</b>       | <b>Training Site Property Specialist (SAD E-6)</b> |
| b. <b>EMPLOYMENT LOCATION:</b>       | <b>Camp San Luis Obispo CA</b>                     |
| c. <b>PROJECTED EMPLOYMENT DATE:</b> | <b>10 October 2009</b>                             |
| d. <b>SELECTING SUPERVISOR:</b>      | <b>Garrison Commander</b>                          |

3. The basic qualification requirements are:

- a. Military Service: Member of the active or retired California Army or Air National Guard, or an active member of the California State Military Reserve in the grades of E-5 through E-7 may apply.
- b. Education/Experience: Completion of military education and civilian requirements commensurate with the grade of the applicant is required. Completion of military component's military education requirements for your rank.
- c. Military Assignments: Assignments appropriate to the grade of the applicant.
- d. Communication Skills: Must be able to effectively follow oral and written directions.

4. Other requirements are indicated below:

- a. Must possess administrative management skills and the ability to make timely, well-considered decisions.
- b. Must possess a valid California driver's license and training in Real Property Accountability.
- c. Ability to make mathematical computations.
- d. Appropriate military uniform with federally recognized rank will be worn in accordance with military regulation.
- e. Applicant must meet and maintain physical fitness and weight/height requirements in accordance with published standards. **Attach a copy of your military component's verification of these requirements<sup>1</sup>.**

5. Principal duties and responsibilities: The incumbent works directly to DPW for guidance, evaluations and time and attendance. Duties and responsibilities as follows:

- a. Provides survey analysis of post Real Property facilities and ensures they are accurately reflected in the ISR database program.
- b. Monitors, records and prepares documentation on all real property construction, restoration, modernization or sustainment projects.
- c. Prepares project cost analysis and gathers all documentation required to support the change or update of the ISR database program.
- d. Coordinates with Project Managers, CAFÉ Real Property staff and department officials to ensure the accuracy and integrity of Camp San Luis Obispo Real Property inventory, and provides feedback as required.
- e. Researches, analyzes and tabulates results, providing reports, spreadsheets and database queries to effect studies and projects of average complexity as needed.

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<sup>1</sup> If a retired member of the California Air National Guardsperson complete and sign our height, weight and military appearance verification form attached to this vacancy announcement that indicates your current medical fitness.

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f. Establishes procedures, conducts training and audits work being performed by Real Property Clerk and Work Order Clerks related to Training Site Real Property.

g. Performs other duties as required.

6. Individual selected for this position will be eligible for health, dental, vision and life insurance benefits. Other benefits may also be available to those who qualify; such as Service Member Assistance Programs, Pre-paid Legal Services, Long Term Disability Insurance, Long Term Care Insurance, Retirement Annuity, Supplemental Investment and the Military Service Buy Back Program.

7. Reimbursement for moving and relocation expenses will not be paid.

8. Submit a completed OTAG Form 900-8 (SAD Appointment Application) and all required supporting documentation to Joint Force Headquarters, Director of State Personnel Programs, ATTN: CAJS-J1-SP, #27, P.O. Box 269101, Sacramento, CA 95826-9101. Blank application forms may be obtained from the CAJS-J1-SP Web Site at <http://www.calguard.ca.gov/casp/Pages/sad.aspx> or by contacting Ms. Cheryl Arbaugh at (916) 854-3311 or DSN 466-3311. **Applications must be received in State Personnel no later than close of business on 15 September 2009. Applications will not be accepted via fax or email.**

FOR THE DIRECTOR, JOINT STAFF:

DISTRIBUTION:  
Electronic A, F & M

*Jeffrey W. Magram (25 Aug 09)*

JEFFREY W. MAGRAM  
Lieutenant Colonel, CA ANG  
Director, State Personnel Programs

The following is a suggested check sheet for each individual applicant to review to provide the most complete and accurate application up front. Explain negative responses.

Submission Requirements	Self Check
Have you completed and signed the application form?	
Have you attached a copy of height, weight & physical test verifications?	